

DISTRICT NINE:

CHEROKEE COUNTY
DAWSON COUNTY
FANNIN COUNTY
FORSYTH COUNTY
GILMER COUNTY
GWINNETT COUNTY
HABERSHAM COUNTY
HALL COUNTY
LUMPKIN COUNTY
PICKENS COUNTY
RABUN COUNTY
STEPHENS COUNTY
TOWNS COUNTY
UNION COUNTY
WHITE COUNTY

DISTRICT TEN:

BANKS COUNTY
BARROW COUNTY
BURKE COUNTY
CLARKE COUNTY
COLUMBIA COUNTY
ELBERT COUNTY
FRANKLIN COUNTY
GLASCOCK COUNTY
HART COUNTY
JACKSON COUNTY
LINCOLN COUNTY
MADISON COUNTY
MCDUFFIE COUNTY
NEWTON COUNTY
OCONEE COUNTY
OGLETHORPE COUNTY
RICHMOND COUNTY
TALIAFERRO COUNTY
WALTON COUNTY
WARREN COUNTY
WILKES COUNTY

The next Executive Committee Meeting will be held on Friday, June 8, in Athens, GA.

The Reporter's Notebook
Administrative Office of the Courts
244 Washington Street SW, Suite 300
Atlanta, GA 30334
Lashawn Murphy
Editor
Maggie Reeves
Graphic Design



The Reporter's Notebook

The official newsletter of Georgia's Magistrate Court Clerks

Volume 7 | Issue 1

Executive Committee, 2011-2013

President
Carla Brown, Lee County

Vice President
Cynthia Kelly, Burke County

Secretary/Treasurer
Gayle Gazaway, Whitfield County

Immediate Past President
Debbie Barron, Fayette County

Executive District Members, 2011-2013

DISTRICT 1
Kay Reese, Tattnall County

DISTRICT 2
Jo Anne Jones, Lowndes County

DISTRICT 3
Jackie Norman, Lee County

DISTRICT 4
Wendy Peacock, Rockdale County

DISTRICT 5
Mark Harper, Fulton County

DISTRICT 6
Leslie Dukes, Fayette County

DISTRICT 7
Sonya Petty, Murray County

DISTRICT 8
Hope Ward, Morgan County

DISTRICT 9
Jennifer Alday, Dawson County

DISTRICT 10
Paulette Williamson, McDuffie County

Summer 2012

Greetings from the President

Hello to everyone.

It was good to see everyone at the Clerks and Secretaries class in November. I hope everyone had a wonderful Christmas and the New Year is off to a great start.

I look forward to being President of the Council. I have some big shoes to fill after having Debbie Barron as the President of our Council and all of her hard work. Thank you Debbie, and I look forward to working closely with you over the coming year.

For all of you that do not know me, I am Carla Brown and, I am a Magistrate Judge and Chief Deputy Clerk of Lee County. I have worked in this capacity since July 2003. I am married to Gilbert and have two sons, Gil and Matt. Gil is a paramedic in both Lee and Dougherty Counties. Matt, my youngest, is in the Army and stationed at Fort Huachuca, AZ.

We are planning an executive committee meeting and work session for June. It will be December before we know it and time for training. If you have any ideas for training that you are interested in, please let me or one

of the other executive members know.

If you need to talk to me, just send me an email at cabrown@lee.ga.us or call me at 229-759-6016. I will be glad to assist you in anyway possible.

Hope to see you in December in Savannah.

Carla Brown

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Letter from the Immediate
Past President

Hi Everyone:

Hope everyone had a good holiday and is glad to be back on schedule. I thought December’s training was some of the best yet, very informative. I want to thank you for all your support during my presidency. I appreciate all the encouragement and assistance you provided me and know you will support Carla Brown to keep the Council strong and moving forward. If she calls on you to serve on a committee, mentor to new clerks or assist in teaching a class, please accept without hesitation. Our Council can only remain a force so long as its members stay involved.

I appreciate all the support I received from Judge Connie Holt and Dr. Lynda Hanscome, ICJE, thru the years and also LaShawn Murphy of the AOC.

Please continue to use the LISTSERV and the Clerks’ website. If I can ever assist you in any way, please do not hesitate to contact me. My office number is 770-716-4236 and e-mail dbarron@fayettcountyga.gov.

Hope to see all of you in Savannah.

Sincerely,

Debbie Barron
Immediate Past President

From Your Advisor

Hi Everyone.

I hope everyone is doing well and is having a great New Year. This year is really going by fast as spring’s almost here. Soon to be time for our next meeting and training for the Council of Magistrate Court Clerks and Secretaries. Our next meeting and training will be in Savannah, at the Savannah Hilton Desoto on December 4 & 5, 2012. I know a lot of you wanted to go back to Savannah, and Dr. Lynda Hanscome has really gotten us a wonderful place to have our meeting and training. The material has not yet been mailed out, but will be later toward the end of summer, so I hope you all will plan to attend.

Our last meeting was held in Tifton at the UGA Tifton Campus Conference Center on November 14-15, 2011. We had a really good crowd of clerks and secretaries that attended, and the training was one of the best we have had. Dr. Hanscome really provided a wonderful training and instructors. I have attached a copy of the agenda for your viewing (see page 7).

The Council Annual Business Meeting and Elections were held on the last day of the training. A new President was elected and she is Carla Brown from Lee County. We welcome her and wish her a great successful time as President for the next two years. You also elected one new District Representative to your Executive Council, and that is Jackie Norman, she is also from Lee County, in District Three. All of the other District Representatives were re-elected to their current position for

another two year term. Debbie Barron is now your Past President and we will miss her as President, but she is still an officer as your Past-President. Debbie we thank you for all of your hard work and service to the Council as our President.

Your Executive Committee is working hard on the new curriculum for our next training and the Curriculum Planning Committee will meet in Athens in June 2012, to assist Dr. Hanscome in planning. If you have anything you would like taught or presented, please contact Dr. Hanscome or one of your District Representatives so that it can be included in the planning.

Before I close, I just want to thank all of you for all of your dedication and the hard work you do for your Judges of the Magistrate Courts. If it were not for you, our courts would not work so smoothly and efficiently.

Just a final note, if anyone is interested in working on the newsletter or is interested in being charge of the newsletter, please let me or Hope Ward know. I hope to get another newsletter out by the fall so that each of you will have a better idea of our next meeting and training.

Well, that’s all for now. I really look forward to seeing you all in Savannah at the next session.

Connie Holt
Chief Judge
Magistrate Court
Morgan County

Happenings...

Ware County Magistrate Court We would like to share some information regarding changes in our county. We moved to a new building on Albany Avenue in January. Melody Grant, Deputy Clerk, left us and went to Statesboro to be closer to family. She is currently working with the Magistrate Court handling dispossession cases. We hope that she is doing well and we miss her.

Kathy Cook, Deputy Clerk, has moved from Civil to Criminal and she is learning the duties that have been given to her quite well. She has been with the court over a year. She handles the bad check, city/county ordinances, and mobile home decals along with pre-warrants, warrants and anything else she may be given to process.

Deputy Clerks Sandy Inman and Sandie Blackburn both lost a parent. Sandy’s mother passed towards the end of last year and Sandie’s father passed the beginning of this year. Please remember them in your prayers. Sandy I. and Sandie B. are in the Civil Division and do a great job. They are in the process of training Tammy Douglas, Deputy Clerk, who was hired to fill the position that came open when Kathy went to the Criminal Division. Sandy Inman handles the Civil Court and Sandie Blackburn handles pre-warrant hearings. They are cross trained in most of our courts. We do take the time to cross train, which has helped us out tremendously. It is nice to know that when you go on vacation or you are out sick, someone can step in and do what needs to be done.

Deputies Kulisha Washington and Bobby Aldridge serve our civil documentation, stand-by during court, and they help us if we have a problem here at the Magistrate Court. We appreciate the time and effort they put into their work to get our papers served in a timely manner.

Our judges are Judge Nathan Grantham, Chief Magistrate, Judge Etta Varnadore, Magistrate, Judge William E. Linton, Senior Magistrate, and Judge Melvin Harper Jr., Magistrate. Judge Linton and Judge Harper Jr. are our part-time judges.

I started with the Ware County Magistrate Court in May of 2002 and I am still learning. I recently got married to Jason Rowell. In final, to the judges, clerks, and deputies – thanks for being my teammates!

Marilyn Rowell, Chief Clerk

Magistrate Court of Effingham County
Retirements (June 30, 2011):
Betty Odom, Clerk; with Effingham Co. 17 Years
Jane Gnann, Deputy Clerk and Part-time Magistrate

Promotions:
Rhonda Sexton, Executive Assistant and Part-time Magistrate

Newly Hired: Samantha Fail, Deputy Clerk

Current Staff: Samantha Fail, Deputy Clerk
Sherra Poole, Warrant Clerk
Lori Causey, Civil Deputy Clerk
Al Mauro, Constable
Rhonda Sexton, Executive Assistant and Part-time Magistrate
Scott Hinson, Chief Magistrate

Nominations Committee

Hello everyone:

I look forward to seeing everyone at the end of the year.

Congratulations to Carla Brown elected President, 2011-2013. All other executive committee members were unopposed. Additionally, the District Three position was filled by Jackie Norman, Lee County. The next election year will be in 2013. It will be here before you know it.

If any clerk or secretaries happen to change position within your county, please notify your district representative so we can keep proper records. Also, I need assistance with the Nominating Committee; all volunteers will be accepted. However, if no one volunteers you may receive a call or email from me. I look forward to you contacting me.

Have a great year until we meet again.

Thanks in advance,

Stacey Askew
Dooly County Magistrate Court
113 N 3rd Street, Room 2
Vienna, GA 31092
Email: doolymagclerk@yahoo.com
229-268-4324
229-268-4230

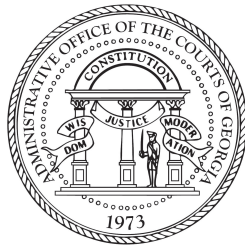
The Listserv... is ready to serve you!

The Magistrate Clerks’ Listserv’s purpose is to automatically send information out and provide interaction between all Magistrate Clerk/Secretary subscribers. For those of you who are not aware, here are a few reasons to join the Listserv:

- 1) It’s an inexpensive (no-cost) way to interact with fellow Magistrates Court Clerks and discuss issues concerning your class of court;
- 2) It’s a great way to seek out advice on unusual cases or cases you may have not experienced before; and
- 3) It’s a quick way to send urgent notices that may other wise require sending postcards, making long distance calls (faxes) and playing phone tag (remember the cost buildup).

The Council encourages you to subscribe to this list. It is convenient, informative, and not to mention, it can be used as a great reference in referring to past events. Subscribing takes one call or e-mail. Once you have subscribed, you will receive a welcome message, providing instructions on using the service.

To subscribe to the Magistrate Listserv, please contact LaShawn Murphy, AOC, at (404) 651-6325 or via email at lashawn.murphy@gaaoc.us. Welcome aboard to all new subscribers!



COUNCIL OF MAGISTRATE COURT JUDGES/ADMINISTRATIVE OFFICE OF THE COURTS
NOTIFICATION OF NEW MAGISTRATE COURT PERSONNEL

Uniform Rules for Magistrates Courts, Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court. Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. §15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

Note: Chief magistrates and clerks must submit notification of personnel and caseload information through the AOC Portal at <https://myaocportal.georgiacourts.gov/login.html>. Access to the Portal will be available once you furnish the following information to the AOC and follow subsequent directions for online registration. These directions will arrive via email.

COUNTY _____

1. Check the appropriate boxes to indicate your position and status.

1. a. ☐ CHIEF MAGISTRATE ☐ CHIEF CLERK
☐ MAGISTRATE ☐ DEPUTY CLERK
☐ SENIOR MAGISTRATE ☐ CONSTABLE

1. b. ☐ FULL-TIME ☐ PART-TIME ☐ Appt ☐ Elected Date____/____/____

2. Fill in your identifying information.

NAME_____

NAME OF PERSON YOU ARE REPLACING, IF ANY_____

EMAIL_____

Fax or email this form to the Administrative Office of the Courts:
FAX (770) 359-3168 EMAIL magpersonnel@gaaoc.us

(Rev. May 2011)

AGENDA
ICJE: Magistrate 14-Hr. Clerks & Secretaries Class
Nov. 14 – 15, 2011

UGA Tifton Campus Conference Center, 15 RDC Road, Tifton, Georgia 31793

Monday, Nov. 14, 2011 (9:00 a.m. – 5:00 p.m.)

Time	Unit	Instructor(s)	CLE (If any)
8:00 – 9:00	Registration and Light Food Items	Outside of Meeting Room	
There are two tracks to choose from for 9:00 – 12 N.			
9:00 – 12 N	Track 1: New Clerks New Clerks Class OR	Ms. Wendy Peacock	
9:00 – 10:00	Track 2: General Session Court Interpreters: An Update	Ms. Linda Smith, ADC	0.5 CLE
10:00 – 12 N	Landlord/Tenant Issues	Judge Louis Levenson	1.5 CLE
12 N – 1:00	Group Lunch – Pre-set Menu		
1:00 – 3:00	Unauthorized Practice of Law (UPL)	Judge Pete Pfeiffer	1.5 CLE 1 Prof.
3:00 – 5:00	Substances of Abuse: Meth, Pain Clinics, Trends & More!	Special Agent Mike Ayers, GBI	

Tuesday, Nov. 15, 2011 (8:00 a.m. – 4:00 p.m.)

7:00 – 8:00	Light Food Items	Outside of Meeting Room	
8:00 – 10:00	Gangs of Georgia	Inv. Marco Silva, Gwinnett County PD	1.5 CLE
10:00 – 12 N	Fines & Fees	Ms. Rachel Rice, Clerks Authority	
12 N – 1:00	Group Lunch-Pre-set Menu		
1:00 – 2:00	Pre-Warrant Application & Hearings	Ms. Jo Anne Jones & 'Court Actors'	
2:00 – 4:00	Panel of Experts: Q & A and Wrap-up	Judge Carla Brown, Ms. Jo Anne Jones, Ms. Wendy Peacock, Judge Paula Daniels & Judge Pat Barron	

Magistrate Judge & Clerk Carla Brown (Lee County) will be Instructor-at-Large during the course. In this capacity, Judge Brown will be available to respond to individual questions and concerns on a one-to-one basis.

Lynda Hanscome Lynda@icje.law.uga.edu (706-369-5813)
Tiffany Sargent Tiffany@icje.law.uga.edu (706-369-5807)

Council of Magistrate Court Clerks and Secretaries
Annual Business Meeting
Winter- November 15, 2011

Welcome and Call to Order

The Annual Business Meeting of the Council of Magistrate Court Clerks and Secretaries met at 12:30 p.m. on November 15, 2011, at UGA Tifton Campus Conference Center, Tifton, Georgia. The meeting was called to order by President Debbie Barron.

The President began the meeting by welcoming everyone and announced that this was an election year and elections would be held at the end of the meeting.

Approval of Minutes

The minutes were not read, as Secretary-Treasurer Gail Gazaway was ill and unable to attend the meeting.

Financial Report

There was no financial report given, due to Secretary-Treasurer Gail Gazaway’s absence.

New Business

There was no new business to discuss.

Old Business

- 1. President Debbie Barron opened up discussion regarding a bill to present to the Georgia legislature to mandate Magistrate Court Clerks training. The issue had been discussed over the last year and a bill was drafted to add to amend O.C.G.A Title 15, to include the new code section, O.C.G.A. 15-10-105.3. A motion was made to move forward with the bill and was passed by the Council. It was further discussed that the Council would have to get a Representative or Senator to present and carry the bill for the legislative session in 2013. This will be left up to the new Legislative Chair and that committee.
- 2. Discussion regarding the newsletter took place. Some courts stated they did not receive one and some did not know of the Listserv for the Clerks. LaShawn Murphy of the Administrative Office of the Courts (AOC), is the Magistrate Court Clerks Liaison; a request was made to make sure that all clerks had given their emails to her so that all could be included.

Elections

President Debbie Barron announced that this was an election year and introduced the Present Officers and District Representatives, and stated all of the positions were open and up for elections. She then turned the program over to Stacey Askew, Chairman of the Nomination Committee, to go over the elections procedures and conduct the elections. Ms. Askew then announced that she had not received any nominations after sending out on the Listserv, and that since none were made they would be the same. Discussion and questions were then brought up about opening up the floor for nominations and whether a clerk who was also a judge could be nominated. It was approved and the floor was then opened up for nominations for all Officers and District Representatives for FY 2012 and 2013.

Nominations: President: Debbie Barron and Carla Brown
Vice President: Cynthia Kelly
SecretaryTreasurer: Gayle Gazaway

- District Reps: Dist 1: Kay Reese- Tattnall County
Dist 2: Jo Anne Jones- Lowndes County
Dist 3: Jackie Norman- Lee County
Dist 4: Wendy Peacock- Rockdale County
Dist 5: Mark Harper- Fulton County
Dist 6: Leslie Dukes- Fayette County
Dist 7: Sonya Petty- Murray County
Dist 8: Hope Ward- Morgan County
Dist 9: Jennifer Alday- Dawson County
Dist 10: Paulette Williamson- McDuffie County

Votes of written ballots were counted and winners announced. The results: New President Carla Brown, with all of the other Officers unopposed. The third district representative position was left vacant from Carla Brown’s election; Jackie Norman was appointed as the new Third District representative.

Announcement of the next meeting to be in Savannah, Georgia, December 4-5, 2012, at the Hilton Savannah Desoto Hotel.

Motion made and seconded, and approved by all to adjourn meeting.

Respectfully Submitted By
Connie Holt, Advisor for the Council of Magistrate Court Clerks and Secretaries,
On behalf of Gayle Gazaway, Secretary/ Treasurer

Note from District 8 Representative

Hello everyone. I hope all is well and a good many of you can attend the seminar in Savannah, Georgia this year. I’m sure it’s going to be an excellent one. We had a really good Clerks & Secretaries Seminar in Tifton, Georgia this past year; I really enjoyed it. I always enjoy spending the time with Judge Holt and my fellow coworkers when we attend these seminars. It’s always such a joy. We always carry something back with us; if it’s just a little bit of info such as what time the other person wakes up in the morning or the other goes to bed. This was my first year sharing a room with Lucinda Edwards. She is the chief deputy clerk of our office; I really enjoyed her company. I always learn a lot from her on a daily basis. Judge Holt had a joining room to ours. We always have something to talk and laugh about. There’s never a dull moment being with each other in our daily work schedule.

I can’t wait to see you at this year’s seminar. I hope we have a big turnout. Remember if any of you have any news you would like to share in the clerks and secretaries newsletter please send all of your information to Judge Holt or me via email. Our email addresses are as follows: Judge Holt – cholt@morganga.org and Hope Ward hward@morganga.org. Hope everyone has a beautiful spring and pretty summer, see you in Savannah, Georgia.

HOPE WARD, DEPUTY CLERK
MORGAN COUNTY, GEORGIA
DISTRICT 8 REPRESENTATIVE

AOC Trains Clerks and Others on Caseload Reporting

Since 1973, court clerks, administrators, and the Administrative Office of the Courts (AOC) have partnered to collect caseload information for the Superior Courts of Georgia. The data is critical for circuits requesting an additional judgeship and is used to inform state and county resource decisions.

Gone are the days of AOC staffers traveling to county courthouses and counting caseload by hand. Increasingly, the AOC has relied on technology to communicate and collect yearly case count data, placing local court officials in the position of reporting and verifying their caseloads. In 2012, the AOC began offering workshops to explain the case count methodology and to address questions and issues from participants. These workshops and the accompanying manual (Georgia Caseload Reporting Guide: CY 2011) are used to communicate the processes, definitions, and frequently asked questions regarding caseload reporting. More importantly, the trainings provide a forum for court personnel to seek guidance on applying the methodology to their local practices, systems, and policies.

“Determining the county’s true caseload is a challenging process,” shared Judge Louisa Abbot, Superior Court, Eastern Judicial Circuit. “It is essential to judicial and executive governing authorities that personnel responsible for producing the case count have a thorough understanding of the intricacies involved. The training offered by the AOC may be especially useful to those areas where there are new personnel, or they are not as familiar with caseload study requirements.”

The AOC’s Office of Research, Planning, and Data Analysis hopes to learn as much from the participants as it imparts to them. Dr. Greg Arnold, Assistant Director for Statistical and Applied Studies, notes, “The data and resulting statistics help show changing caseloads, document workload in the clerk’s office, and justify additional needed funds, equipment, and staff.”

The bulk of the training allows participants to present individual examples, and then the group attempts to find solutions that work at the local level and fit into the Judicial Council’s overall methodology. The trainings also provide participants with tools to plan their case count for the coming years.

Since 1973, reporting methods have improved and the focus on case types has shifted. For example, while manual approaches still are used in some parts of the state, more than 63% of courts now utilize an online tool, the AOC Portal, to record and verify their caseload. The goal of the trainings is to bring all court personnel up to speed with these and other changes.

Twelve workshops were conducted in the Alapaha, Atlanta, Dublin, Eastern, Middle, and Oconee circuits, and the Fourth, Seventh, and Ninth administrative districts with 110 attendees participating.

For technical assistance with caseload reporting please contact Ms. Pamela Dixon at pamela.dixon@gaaoc.us or 404-277-4654.

2012 Legislative Highlights

At midnight on Thursday, March 29, the Georgia General Assembly ended the 2012 legislative year. Legislators addressed major issues over the past three months ranging from criminal justice reform to modernizing provisions relating to the superior court clerks. Governor Deal has forty days after sine die (last day of legislative session) to sign or veto legislation. The AOC will publish its 2012 Enacted Legislation, a comprehensive summary of the 2012 legislative session, after the Governor signs or vetoes all bills.

During the 2011 session the legislature passed HB 265, creating the Special Council on Criminal Justice Reform for Georgians (Council). After the 2011 session ended, the Council met monthly to establish recommendations and findings intended to develop legislation for the 2012 session. Based on the recommendations of the Council, Chairman Rich Golick (R – Smyrna) introduced HB 1176. HB 1176 received support from Chief Justice Carol W. Hunstein and Gov. Nathan Deal. The bill was passed on the final day of the session and now awaits the signature of the Governor.

On behalf of the Council of Superior Court Clerks, Representative Billy Maddox (R – Zebulon) introduced HB 665, instituting changes to modernize provisions of the Clerk of Superior Court offices. Several committee hearings were held to hear from all interested parties being affected by these changes. The version of HB 665 that passed included language from legislation supported by the Judicial Council – HB 763. HB 763 was introduced to clarify who is ineligible to serve as trial or grand jurors, clearly excluding from service those who have been convicted of a felony in state or federal court, or those declared mentally incompetent. It also provided that jurors summoned prior to July 1, 2012, remain eligible to comprise the venire in order to smooth the transition to the use of the inclusive jury lists called for under the 2011 jury reform (HB 415).

Several other bills of interest passed, such as HB 1048 related to process servers, while others like the juvenile code re-write (HB 641) did not. To view other legislation from the 2012 General Assembly session or view committee meeting announcements and agendas, news stories, and a host of other important information from the legislature, you can visit the AOC legislative website at legislation.georgiacourts.gov.

You can contact the AOC’s Governmental and Trial Court Liaison team at the Capitol:

Michael Cuccaro
404-651-7616
mike.cuccaro@gaaoc.us

Christopher L. Causey
404-463-6296
christopher.causey@gaaoc.us



Getting Organized: Avoid Email Overload.

By Jill Duffy, from PC Magazine (www.pcmag.com/article2/0,2817,2385621,00.asp)

- Rule 1. If the email doesn't require action (including re-reading), I throw it away immediately.
- Rule 2. If an email is critical—meaning it requires imminent action or deep re-reading and possibly a reply—it stays in the inbox until I act upon it. It can stay in the inbox up to a month. After a month, I must act on it. That's the deadline. Once I've taken action, the email is filed to its corresponding folder.
- Rule 3. If the email contains information I need, but does not require immediate action, it should be moved to its corresponding folder by the end of the day, or the end of the week if I'm busy. If I'm afraid I will forget to act on it because it's not immediately visible in the inbox, I can create a calendar item as a reminder. The email must be filed in a folder. No exceptions.
- Rule 4. Friday afternoon, I give myself 10 to 20 minutes to sort through whatever is in the inbox and perhaps act on the items that don't require a lengthy response. By the time I leave the office, I should be able to see an inch or two of white space at the bottom (room to fill up again over the weekend).
- Rule 5. After a year, archive it or chuck it. I tend to keep email data for about a year and archive everything else, which is extremely easy to do when your information is sorted into folders by month and year. Another organization method that was popularized back in the day of physical paperwork is to create 31 folders, labeled numerically, with each number corresponding to a day of the month. Rather than create a daily to-do list, you're supposed to file paperwork and reminders (and birthday cards, and bills to pay, etc.) in the folders corresponding to the appropriate action date. When the date arrives, you open the folder and are now tasked with taking care of whatever is inside.



Institute of
Continuing Judicial
Education of Georgia

Magistrate Judges & Clerks

2012 ICJE Sign-Up Form

Office Use Only

Key in your information in the fields below using your computer. Save a copy for your records, print & mail with your check in the **SAME envelope** to: ICJE, 1150 S. Milledge Ave., Athens, GA 30602-5025

Name:

Address:

Work Phone:

Fax:

Alt. Phone:

Email:

County or City or Circuit:

Date Took Office:

Senior Judge: Yes ☐ No ☐

Special dietary or physical needs? Briefly explain.

Check ALL that apply to you!

JUDGE Juvenile ☐ Magistrate ☐ Municipal ☐ Probate ☐ State ☐ Superior ☐

CLERK Juvenile ☐ Magistrate ☐ Municipal ☐ Probate ☐ State ☐ Superior ☐

Key in your 1st Choice. If your 1st Choice is full, you will be enrolled in your 2nd Choice. If you do not select a 2nd Choice, your registration may be delayed. You will receive confirmation by mail or email. Check your email often for further course information. Some courses require full attendance and participation for ICJE credit; these courses are denoted on the course schedule.

1st Choice:

Course: _____ Date: _____ Location: _____

2nd Choice:

Course: _____ Date: _____ Location: _____

Based on availability, you may attend a second course at no additional fee. Please check here if you wish to request enrollment in BOTH choices. ☐

To offset expenses incurred, a \$50 Failure to Appear invoice will be sent to participants unless ICJE is notified of cancellation in writing (emails accepted) at least 3 business days prior to the course.

JUDGES:

2012 ICJE Yearly CJE Support Fee is \$265. Return this Form with your check in the **SAME** envelope payable to ICJE by Jan. 31, 2012. Counties may combine payments for all Magistrates. Do not combine Clerk and Judge payments. Check amount must correspond with the number of Sign-up Forms or all paperwork will be returned. There is no fee for Senior Magistrates. Note: Judges who wish to attend the Clerks' training are eligible as long as they have paid the \$265.

CLERKS:

2012 ICJE Yearly CJE Support Fee is \$100 if you wish to attend the Clerks' course. Counties may combine payments for all Clerks. Return this Form with your check in the **SAME** envelope payable to ICJE by Aug. 31, 2012.

Questions?

Contact Lynda Hanscome at lynda@icje.jaw.uga.edu or (706) 369-5813 or Tiffany Sargent tiffany@icje.jaw.uga.edu or (706) 369-5807

OFFICE USE ONLY

(Admin Stamp)	Enrolled by:	Enrolled on:	Receipt mailed by/on:	Conf mailed by/on:	eConf sent by/on:
	Notes:				Materials mailed on/by:

ADMINISTRATIVE OFFICE OF THE COURTS
244 WASHINGTON STREET SW, SUITE 300
ATLANTA, GA 30334-5900
404-656-5171
FAX: 404-651-6449

NOTIFICATION OF MAGISTRATE COURT PERSONNEL

In accordance with the Uniform Rules for Magistrates Courts: Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court. Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. § 15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

We will be moving towards using the AOC Portal, the paperless gateway for updating of Court Personnel and Caseload information. The top portion of this form is critical to setting up your user profile in our Courts Information Directory system (CID). Once entered, you will be able to register and update your record as needed. An email confirmation will be sent notifying you to complete your registration, please check your spam folder to ensure delivery.

(For existing court personnel (change in role, etc.) please complete)

CHIEF MAGISTRATE ☐

CHIEF CLERK ☐

SENIOR MAGISTRATE ☐

DEPUTY CLERK ☐

MAGISTRATE ☐

CONSTABLE ☐

COUNTY _____

NAME_____

ADDRESS_____

PHONE(____)_____FAX (____)_____

EMAIL_____

GENDER:Female ☐Male ☐☐ Part-time☐ Full-time

ATTORNEY:Yes ☐No ☐

ELECTION/APPOINTMENT DATE:_____TERM from_____to_____

Replacing Someone ? _____ If So, Who? _____

RACE (optional):African American (Black) ☐Euro American (White) ☐Hispanic ☐

Asian / Pacific ☐Native American ☐Multi Racial ☐

Fax or mail this form to the Administrative Office of the Courts at the address listed above.

Submitted by:

NAME_____

ADDRESS_____

PHONE # _____

District-County Listing

DISTRICT ONE:

APPLING COUNTY
BACON COUNTY
BRANTLEY COUNTY
BRYAN COUNTY
BULLOCH COUNTY
CAMDEN COUNTY
CHARLTON COUNTY
CHATHAM COUNTY
COFFEE COUNTY
EFFINGHAM COUNTY
EVANS COUNTY
GLYNN COUNTY
JEFF DAVIS COUNTY
JENKINS COUNTY
LIBERTY COUNTY
LONG COUNTY
MCINTOSH COUNTY
PIERCE COUNTY
SCREVEN COUNTY
TATTNALL COUNTY

DISTRICT TWO:

ATKINSON COUNTY
BAKER COUNTY
BERRIEN COUNTY
BROOKS COUNTY
CALHOUN COUNTY
CLAY COUNTY
CLINCH COUNTY
COLQUITT COUNTY
COOK COUNTY
DECATUR COUNTY
DOUGHERTY COUNTY
EARLY COUNTY
ECHOLS COUNTY
GRADY COUNTY
IRWIN COUNTY
LANIER COUNTY
LOWNDES COUNTY
MILLER COUNTY
MITCHELL COUNTY
QUITMAN COUNTY
RANDOLPH COUNTY
SEMINOLE COUNTY
TERRELL COUNTY
THOMAS COUNTY
TIFT COUNTY
TURNER COUNTY
WORTH COUNTY

DISTRICT THREE:

BIBB COUNTY
CHATTAHOOCHEE COUNTY
CRAWFORD COUNTY
HARRIS COUNTY
HOUSTON COUNTY
LEE COUNTY
MACON COUNTY
MARION COUNTY
MUSCOGEE COUNTY
PEACH COUNTY
SCHLEY COUNTY
STEWART COUNTY
SUMTER COUNTY
TALBOT COUNTY
TAYLOR COUNTY
WEBSTER COUNTY

DISTRICT FOUR:

DEKALB COUNTY
ROCKDALE COUNTY

DISTRICT FIVE:

FULTON COUNTY

DISTRICT SIX:

BUTTS COUNTY
CARROLL COUNTY
CLAYTON COUNTY
COWETA COUNTY
FAYETTE COUNTY
HEARD COUNTY
HENRY COUNTY
LAMAR COUNTY
MERIWETHER COUNTY
MONROE COUNTY
PIKE COUNTY
SPALDING COUNTY
TROUP COUNTY
UPSON COUNTY

DISTRICT SEVEN:

BARTOW COUNTY
CATOOSA COUNTY
CHATTOOGA COUNTY
COBB COUNTY
DADE COUNTY
DOUGLAS COUNTY
FLOYD COUNTY
GORDON COUNTY
HARALSON COUNTY
MURRAY COUNTY
PAULDING COUNTY
POLK COUNTY
WALKER COUNTY
WHITFIELD COUNTY

DISTRICT EIGHT:

BALDWIN COUNTY
BEN HILL COUNTY
BLECKLEY COUNTY
CANDLER COUNTY
CRISP COUNTY
DODGE COUNTY
DOOLY COUNTY
EMANUEL COUNTY
GREENE COUNTY
HANCOCK COUNTY
JASPER COUNTY
JEFFERSON COUNTY
JOHNSON COUNTY
JONES COUNTY
LAURENS COUNTY
MONTGOMERY COUNTY
MORGAN COUNTY
PULASKI COUNTY
PUTMAN COUNTY
TELFAIR COUNTY
TOOMBS COUNTY
TREUTLEN COUNTY
TWIGGS COUNTY
WASHINGTON COUNTY
WHEELER COUNTY
WILCOX COUNTY
WILKINSON COUNTY

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